



# TOWN OF SURF CITY

## August 16, 2019 WORK SESSION AGENDA

### *Agenda*

*9:00 AM / Friday, August 16, 2019*

*Surf City Welcome Center, 102 N. Shore Drive*

### **Call to Order**

Mayor Douglas C. Medlin, Mayor

### **Invocation & Pledge**

### **Introductions & Welcome**

### **Work Plan**

1. Juniper Swamp Presentation
2. House Bill 95
3. Annex 3: Re-Entry Plan
4. Preliminary Town Hall Design

### **Town Council Work Plan Items:**

#### **1. Juniper Swamp Presentation**

Presented by Vance Brooks, Highfill Engineering & Karl Schaffer, AWT

#### **2. House Bill 95**

Presented by Ashley Loftis

#### **3. Annex 3: Re-Entry Plan**

Presented by James Horne

#### **4. Preliminary Town Hall Design**

Presented by Ashely Loftis

**House Bill 95**  
**Potential Projects**

<b>Community</b>	<b>Project Name</b>	<b>Estimated Cost</b>
Surf City	Stormwater Infiltration System	\$500,000.00
Surf City	Berm Replacement	\$15,000,000.00
Surf City	Sound Side Park – Living Shoreline & Stormwater Conveyance (Stump Sound Discharge)	\$960,000.00
Surf City	Emergency Vehicle Access Ramp Improvements	\$600,000.00
Surf City	Stormwater Improvements	\$480,000.00

**Town of Surf City**  
**Emergency Operations Plan**  
**Re-Entry Plan | Annex 3**

**INTRODUCTION (LARGE SCALE RE-ENTRY)**

Re-entry is an important step into the recovery phase of the disaster cycle. Returning to a sense of normalcy, perhaps even a “new normal,” is vital and necessary for recovery and rebuilding to begin. It is the purpose and intent to expedite the re-entry process as quickly as possible, so long as it is done with life safety and public health in mind.

The decision to initiate re-entry operations will come from the Elected Body, under advisement of key staff, after careful and deliberate assessment of observed conditions during each of the Priority Phases. Factors considered when making these decisions include, but are not necessarily limited too:

- Are public roadways passable and free of debris, sand, standing water, and downed utility wires?
- Are crews working to restore services causing an inadvertent hazardous condition to exist (large vehicles with limited visibility, high volume of hazardous equipment in congested areas, etc)?
- Are utilities such as water, sewer, and power restored and intact?
- Are hazards present that may contribute to bodily injury or death?

Every incident has its own dynamics. As such, each situation will dictate the speed and order of re-entry operations. As stated previously, public safety and health are the guiding factors under consideration when conducting re-entry tasks.

## CONCEPT OF OPERATIONS (LARGE SCALE RE-ENTRY)

### A. PURPOSE

There are four distinct Re-Entry Priority Phases. This tiered approach allows for controlled and coordinated re-entry into controlled areas, while effectively addressing safety and security needs.

### B. RE-ENTRY PRIORITY LEVELS AND REQUIRED CREDENTIALS, GENERALLY

<b><u>Priority Phase</u></b>	<b><u>Purpose</u></b>	<b><u>Applies To</u></b>	<b><u>Entry Credentials Required</u></b>
1	Emergency Operations	All Response Staff	ICS-204 issued by the EOC
2	Critical Infrastructure Inspections and Repair	Debris Mgmt Utility Providers	Company Vehicle/ID
		General Gov't Staff	ICS-204 issued by the EOC
3	Allow access onto the island by vetted parties with purposeful reason only.	Homeowners Long Term Renters Property Managers Business Owners	Keycard OR Proof of ownership/residency
		Press and Media	Pass issued by the EOC (Purple)
		Contractors	Pass issued by Re-Entry Staff (Yellow)
4	Normal operations	All	None

## A. PRIORITY PHASE 1, EXPLAINED

During Priority Phase 1, only incident response crews will be allowed access into the evacuated areas. This is usually limited to law enforcement personnel charged with security details and Reconnaissance Teams tasked with gathering intelligence on conditions within the controlled area. Information collected is relayed to the EOC, where it will be used for decision making, planning future operations and objectives, and charting progression through the re-entry phases.

### A. REQUIREMENTS FOR ENTRY SHALL BE:

- A valid ICS-204 form, signed by the Incident Commander or Operations Section Chief, issued in the current Operational Period.
- An expired ICS-204 does not meet this requirement. Any staff member attempting to enter a prohibited area using an expired ICS-204 will be directed to the EOC.

## B. PRIORITY PHASE 2, EXPLAINED

Transition to Priority Phase 2 will begin after the Reconnaissance Teams have completed their assignments and critical information has been received and processed by EOC staff. When appropriate, pre-staged assets will be permitted to enter the controlled area to begin inspection and repair of critical infrastructure. These resources include; utility service providers (electrical, water, sewer, communications, etc.); debris management providers; response personnel who are operating under a tasking ordered by the EOC.

### A. REQUIREMENTS FOR ENTRY SHALL BE:

For all utility service and debris management providers:

- Company vehicle, company identification, and a valid state issued driver's license

For response staff:

- A valid ICS-204 form, signed by the Incident Commander or Operations Section Chief, issued in the current Operational Period.
- An expired ICS-204 does not meet this requirement. Any staff member attempting to gain entry into a prohibited area will be directed to the EOC.

It is not an uncommon practice for utility companies and debris management firms to hire sub-contractors to assist in fulfilling infrastructure inspection and repair, especially during major incidents or instances of widespread damage. This can sometimes place re-entry staff in a difficult position, as there is usually a lack of physical evidence to support statements made by individuals claiming to be contracted by utility service providers. If, at any time, re-entry staff are in doubt of an individual's truthfulness or authenticity, they are encouraged to direct the individual in question to a Validation Site or the EOC for further vetting.

## C. PRIORITY PHASE 3, EXPLAINED

The most dynamic of the phases, Priority Phase 3 is the introduction of homeowners, long-term renters, property managers, business owners, members of the media, and general contractors under contract or agreement with a homeowner back into the controlled areas. Operations will only move into Priority Phase 3 when it is determined that:

- Conditions are safe for non-response individuals to be present in the controlled area.
- Roadways are free from debris, standing water, downed utility lines, etc.
- Public services are operational (water, sewer, power, fire suppression, security, etc).
- Response and repair crews aren't creating an overtly hazardous environment.

**During this phase, those within the controlled area will still be held responsible to observe any curfews enacted by the Governing Body.**

## B. REQUIREMENTS FOR ENTRY SHALL BE:

For homeowners, long-term renters, business owners, and property managers:

- A Key Card that has been registered with Town Hall.  
(accepted at the entry control point(s))  
**OR**
- Proof of residency such as a recent utility or tax bill,  
(accepted at validation site)

General contractors will be directed to an identified Validation Site where a staff member will establish the following:

- Verifiable evidence that the individual is under contract or agreement with a homeowner to provide services exists. This requirement is fulfilled upon presentation of a contract, work order, or other document that bears the name and address of said homeowner and a statement of work. If under verbal contract, a staff member **MUST** make verbal contact with the homeowner to validate the information provided by the contractor.
- Once verified, the contractor will be issued a temporary paper pass that is valid for 72 hours from time of issuance. Upon the pass expiration, the contractor will have to return to the validation site to be reassessed.

Members of the media will be directed to the EOC or another designated facility where staff will ascertain where the media crew wishes to go, what type of product is being produced, expected length of time in the area, and other information deemed relevant. Upon the collection of this information, the crew will be issued a temporary paper pass signed by either the Incident Commander or Operations Section Chief.

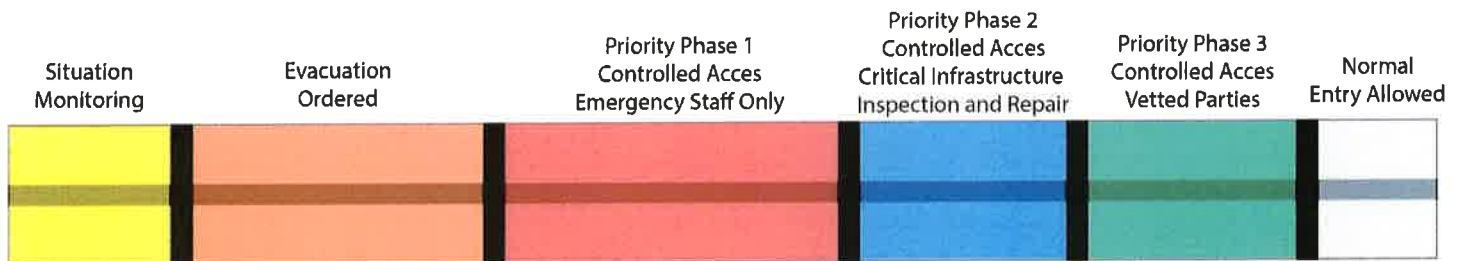
## D. PRIORITY PHASE 4, EXPLAINED

Once deemed feasible, entry control will be lifted and the controlled area will be opened to the general public. When determining the advancement from Priority Phase 3 to Priority Phase 4, topics to be considered are:

- Have home and business owners been afforded ample opportunity to secure their structures to a sufficient degree so as to mitigate any malicious damage or losses from theft?
- Are the public services able to support the additional system loads associated with the increase in population?
- Are there any unusual hazardous conditions present that may contribute to injury or death?

## E. TIMING

While the need for exigency exists with regards to returning to a state of normalcy, the process must be executed carefully and with due regard for public interest and safety. With each incident bringing its own dynamics, there is no way to accurately define a set timeline for advancement between the re-entry phases. However, it shall be the intent to progress through the process as quickly as safety allows.



## F. COORDINATION WITH SURROUNDING JURISDICTIONS

It is the intent of the Town of Surf City to work with our surrounding jurisdictions while moving through the re-entry process. Where possible, staff from all municipalities will work together to reach amicable agreements related to re-entry operations and timing.

Generally, staff from the Town of Topsail Beach will be co-located at the main Entry Control Point for the purpose of force multiplication and Topsail Beach entry process control. Staff from the Town of North Topsail Beach may also be co-located as well, should the situation dictate.



## G. MAIN ENTRY CONTROL POINT

For the purposes of this plan, the Main Entry Control Point shall be located in the vicinity of the Surf City Bridge mainland round-about. Absolute and/or alternate locations will be determined by the Operations Section Chief and/or the Re-Entry Branch Director.

## H. SECONDARY ENTRY CONTROL POINTS

Secondary Entry Control Points may be established at the northernmost point of N New River Drive, at or near the Town of North Topsail Beach municipal boundary, and at the southernmost point of S Shore Drive, at or near the Topsail Beach municipal boundary. Staffing of these secondary posts will be left to the discretion of the Incident Commander and will be based upon incident specifics.

## I. VALIDATION SITES

For those wishing to gain access to controlled areas, but do not possess requisite re-entry documentation, they will be directed to established Validation Sites where their information and intentions can be accurately validated.

- **Contractors** will be directed to the **Contractor Validation Site** located at the Surf City Community Center (201 Community Center Drive).
- **Individuals** who are entitled to a Key Card, but who may not have it in their possession will be directed to the **Key Card Holder Validation Site** located at Faith Harbor Church (14201 NC Hwy 50)

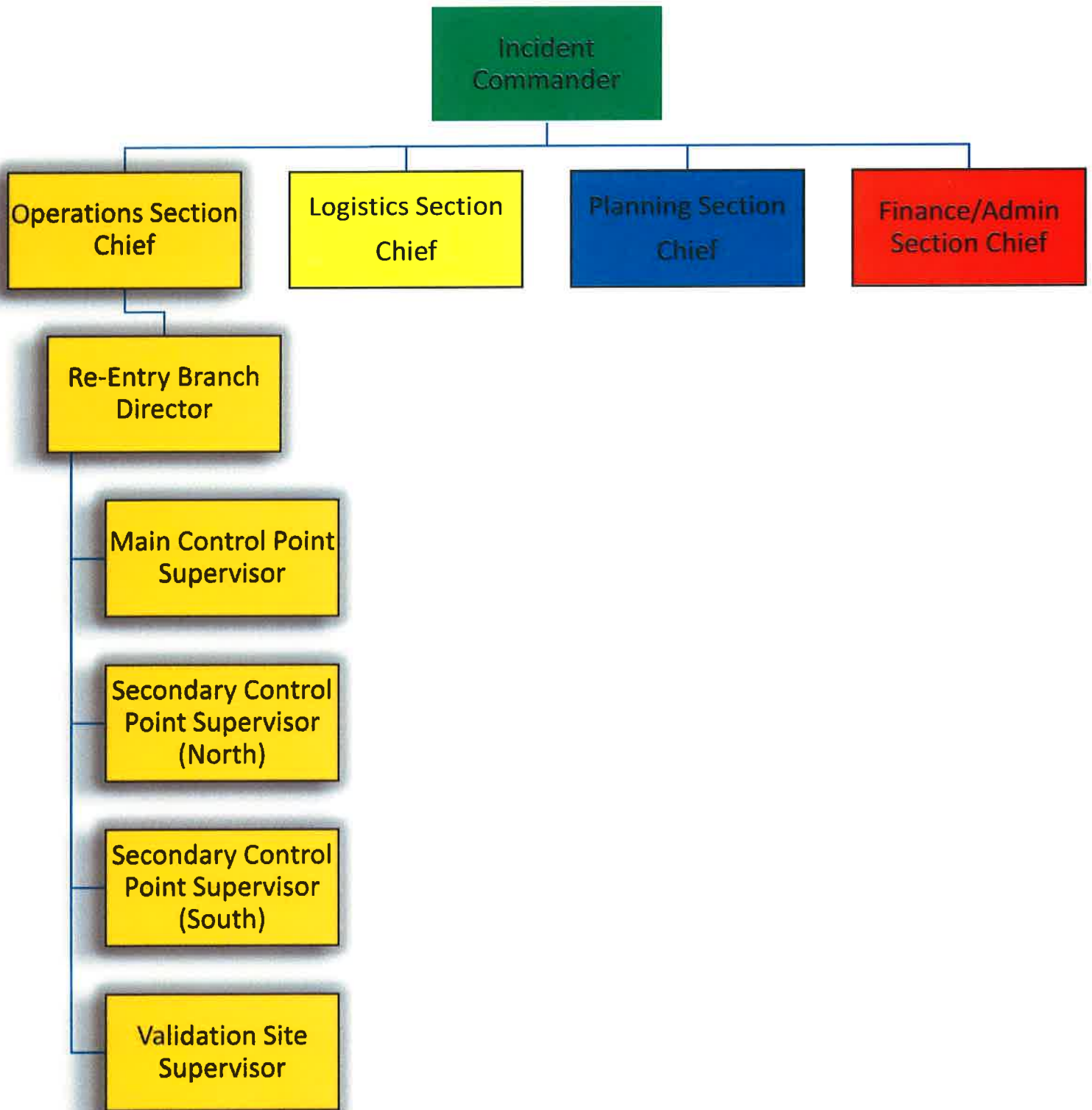
Additional or alternate Validations Sites may be established as needed, by the Incident Commander, Operations Section Chief, and/or Re-Entry Branch Director.

## J. STAFFING, SECURITY, EQUIPMENT REQUIREMENTS

The Re-Entry Branch Director will ensure that each Entry Control Point and Validation Site is adequately staffed to support maximum traffic flow. The Branch Director will also ensure that each location has a security contingent on-site to ensure staff safety and security. Furthermore, the Branch Director, in coordination with the Logistics Section, will ensure that each location has all necessary equipment to carry out and complete the mission with maximum efficiency and efficacy.



## K. OPERATIONAL STRUCTURE (CHAIN OF COMMAND)



## AREAL EVACUATION AND RE-ENTRY

Incidents may arise that require localized (areal) evacuations be conducted out of concern for public health and safety. Just like with large scale evacuations initiated in response to widespread incidents, areal evacuations are beneficial tools that can be used to protect human life during various other types of localized incidents, such as hazardous material spills, explosive and/or incendiary devices near occupied areas, active assailant incidents, etc.

Typically, re-entry operations related to an areal evacuation are localized in nature and do not necessitate the process required of large-scale evacuations. With this in consideration, the Incident Commander on the scene will determine when conditions are safe for the return of the general public back into the affected area.